

# Hillsdale Community Library

11 East Bacon Street  
Hillsdale, Michigan

Phone: (517) 437-6470  
Fax: (517) 437-6477

[www.hillsdale-library.org](http://www.hillsdale-library.org)

## **POLICY MANUAL TABLE OF CONTENTS:**

Mission and Vision Statement.....	2
Emergency Quick Reference Instructions.....	3
Staff and Library Board Directory .....	4
Hillsdale Community Library Board By-Laws.....	5
Library Director Job Description.....	11
Staff Job Descriptions:	
Program Coordinator .....	12
Interlibrary Loan Librarian .....	13
Cataloging Librarian .....	14
Library Clerk/Aide.....	15
Library Page.....	16
Library Policies	
Adding or Amending Library Policies Policy.....	17
Damaged Materials Policy .....	19
Gift Policy.....	20
Internet Acceptable Use Policy.....	21
Library Card Policy.....	22
Library Director Performance Evaluation Policy.....	23
Materials Selection Policy .....	25
Material Withdraw (Weeding) Policy.....	27
Hillsdale Community Library Meeting Room Policy .....	28
Overdue Materials Policy.....	31
Patron Rules of Conduct Policy .....	32
Professional Development Policy .....	34
Public Relations Policy .....	35
Staff Performance Evaluation Policy .....	36
Unattended Children Policy .....	38

### Appendix

Selections from the Hillsdale City Charter Relating to the Library Sections of the  
City of Hillsdale Municipal Code Pertaining to the Library Roberts' Rule of Order  
Foster Swift

**MISSION STATEMENT:**

Hillsdale Community Library is dedicated to serving the informational, educational and recreational needs of the citizens of Hillsdale. As a public agency, the library is maintained as a service to the community and the people who support it. Service of the library is not limited to individuals, but extends to support the civic, educational and cultural activities of groups and organizations. The library cooperates with other organizations, agencies and institutions to provide library service.

**VISION STATEMENT:**

The vision for this library builds on the strength and achievements of the past and envisions a future in which the library reflects the changing needs and desires of those who use it and reaches out in a creative way to attract users. The library provides a welcoming environment to all, makes the best technology available to serve the information needs of the community, and encourages lifelong learning.

## **EMERGENCY QUICK REFERENCE INSTRUCTIONS**

### **911:**

- The phone number for 911 is programmed into each of the phones in the public areas of the library. In the event that one of these phones is unavailable, 911 can be contacted by dialing 8-911 on any phone in the building. If for any reason you need to contact the police, fire department or any ambulance call 911.

### **HOW TO EVACUATE THE BUILDING:**

- There are five emergency exits in the building in addition to the main entrance way. The location of each of the emergency exits is marked on the map of the building. Do not return to the building unless instructed to do so by library staff or emergency personnel. The designated meeting point is the church parking lot next to the library.

### **FIRE:**

- There are fire alarms located next to each of the emergency exits. If you discover a fire or detect smoke, sound the nearest fire alarm and evacuate the building. Library staff will contact 911. Do not return to the building unless instructed to do so by the library staff or emergency personnel. The designated meeting point is the church parking lot next to the library.

### **TORNADO SHELTER:**

- In the event of a tornado watch, the senior staff member in the building will notify everyone in the library (All staff, volunteers and patrons). When a Tornado Warning has been received for the city of Hillsdale, all patrons, staff and volunteers and others will be notified that they must move to one of the following designated safe areas of the building:
  - -The rest rooms
  - -The alcove in between the rest rooms
  - -The hallway by the meeting rooms

### **EARTHQUAKE:**

- In the event of an earthquake, everyone in the library should seek shelter under a table if at all possible. If this isn't possible, seek shelter in a doorway.

### **PHYSICAL THREAT:**

- If there is an immediate threat of danger, leave the area as quickly as possible and notify library staff. Library staff will call 911.

### **NATURAL GAS LEAK:**

- If a natural gas Leak is suspected, notify the library staff immediately. Library staff will call 911 and notify all persons present in the building to evacuate the building immediately. The designated meeting point is the church parking lot next to the library.

## Bylaws

### Hillsdale Community

### Library Board of Trustees

#### Article I – Authority, Name, Location, Services, Purposes, Amendments

- 1.1 **Authority.** The library and its governing board are established in accordance with Chapter 2, Division 7 of the Code of Ordinances of the City of Hillsdale, Michigan, pursuant to Public Act No. 164 of 1877.
- 1.2 **Name.** The legal name of the library shall be the Hillsdale Community Library, referred to throughout as “the library.”
- 1.3 **Location and Services.** The Hillsdale Community Library shall be open to the general public and be located in, and serve the residents of, the City of Hillsdale, Michigan. The library may also provide services to residents of other municipalities on a contractual or individual basis.
- 1.4 **Purposes.** The Hillsdale Community Library Board of Trustees, referred to throughout as “the Board of Trustees” or “the Board,” shall govern operations of the library as specified herein and with such power and authority to perform those acts, tasks, and functions described herein and permitted or required by the Code of Ordinances of the City of Hillsdale and Public Act No. 164 of 1877 (MCL 397. 205).
- 1.5 **Amendments.** These bylaws may be amended by a majority vote of trustees present at any meeting of the Board provided that the proposed amendment was publicly posted prior to the meeting in conformance with the Michigan Open Meetings Act.

#### Article II – Powers and Duties

The Board of Trustees shall have the power and authority to do and perform the following acts, tasks and functions:

- 2.1 Establish, maintain, and operate a public library for the City of Hillsdale.
- 2.2 Appoint and remove officers from among its members.
- 2.3 Establish policies by which the library shall be administered.

- 2.4 Appoint the Library Director and fix his or her compensation.
- 2.5 Annually evaluate the job performance of the Library Director.
- 2.6 Adopt an annual budget for the operation and maintenance of the library.
- 2.7 Enter into contracts on behalf of the library.
- 2.8 Present an annual report to the Mayor and City Council of the City of Hillsdale as required by MCL 397.207.

### Article III – Membership

- 3.1 **Composition.** The Hillsdale Community Library Board of Trustees shall consist of five (5) members, all of whom shall be appointed by the Mayor of the City of Hillsdale with the approval of the City Council. Members shall be chosen from the citizens of the city at large with reference to their fitness for office, and shall only be eligible to serve on the Board so long as they are residents of the City of Hillsdale.
- 3.2 **Terms.** For initial terms of appointment, see the Code of Ordinances of the City of Hillsdale. Thereafter, all terms are for a period of five (5) years.
- 3.3 **Vacancies.** A vacancy shall occur on the Board of Trustees in the event of the resignation or removal of any Trustee. Vacancies may also occur in the event of the death or the permanent disability of a Board member, or in the event that a Board member ceases to be a resident of the City of Hillsdale.
  - 3.3. a **Resignation.** Resignation from the Board of Trustees shall be by written notice submitted to the Mayor of the City of Hillsdale. The resignation shall be effective upon receipt of such notice by the Mayor.
  - 3.3. b **Removal.** The Mayor may, by and with the consent of the City Council, remove any trustee for misconduct or neglect of duty.
  - 3.3. c **Replacement.** Vacancies on the Board of Trustees shall be filled by the appointment of the Mayor, with the approval of the City Council.
- 3.4 **Compensation.** Members of the Board shall not be eligible for compensation by the City of Hillsdale.
- 3.5 **Conflict of Interest.** No member of the Board of Trustees or his or her immediate family member shall benefit financially from the Trustee's membership on the Board, or create the appearance of a conflict of interest or commitment, or of impropriety. If a Trustee or his or her immediate family member is being

considered for a contract or other financial relationship with the library, that Trustee must disclose to the full Board that he or she has a conflict of interest. A Trustee with a conflict of interest shall not vote on any matters concerning the conflict of interest or commitment, and further shall not participate in discussions regarding such matters. The Board may adopt specific policies and procedures to further address potential conflicts of interest.

- 3.6 **Execution of Contracts.** The Board of Trustees may in any instance designate one or more members to execute contracts and other instruments on behalf of the Board, and such authority may be general or confined to specific transactions. The Board may also ratify any execution. When the execution of any instrument has been authorized without specifying the executing officers or agents, the President of the Board may execute such instrument on behalf of the library, or may delegate such authority to the Library Director.

#### **Article IV – Officers**

- 4.1 **Elected Officers.** The Board shall elect a President, Vice President, and Secretary.
- 4.2 **President.** The President shall preside at all meetings of the Board, appoint committees with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer. The President shall call the regular meetings and shall prepare the meeting agendas, with input from the Board and from the Library Director. The President shall have the power and authority, on behalf of the Board of Trustees, to perform all acts, execute and deliver all documents and take all steps necessary and appropriate to effectuate the actions and policies of the Board.
- 4.3 **Vice President.** The Vice President shall assume the duties of the President in his or her absence. In the event of resignation, removal, disability, or death of the President, the Vice President shall assume the office of President for the unexpired portion of the vacated term.
- 4.4 **Secretary.** The Secretary shall see that a true and accurate account of all proceedings at Board of Trustee meetings is kept and shall perform such other duties as usually pertain to the office of secretary or as shall be determined from time to time by the Board of Trustees. The Secretary shall have custody of the minutes and other records of the Board of Trustees, which custody may be delegated to the Library Director.

- 4.5 **Terms of Office.** All officers shall serve for a one (1) year term. Election of officers shall occur at the annual meeting of the Board of Trustees. Terms of office shall commence upon election and terminate upon the election of new officers at the next annual meeting of the Board of Trustees or at such time as the officer's successor has been duly elected or appointed.
- 4.6 **Vacancies.** In the event of the death, resignation, removal or other inability to serve of any officer, vacancies in any office shall be filled by the Board of Trustees at its next regular meeting following the occurrence of a vacancy, except for the office of President, in which case the Vice President shall assume the duties of the office for the unexpired term. A successor Vice President shall be elected to fill any vacancy so created in that office.
- 4.7 **Resignation; Removal.** Resignation from office shall be by written communication submitted to the Board of Trustees. Any officer of the Board of Trustees may be removed from their Board Office with or without cause by a majority vote of the members of the Board of Trustees present at any regular or special meeting.

#### **Article V – Meetings**

- 51 **Annual and Regular Meetings.** Regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. The annual meeting of the Board of Trustees shall be at the time of the regular monthly meeting in April of each year. At the annual meeting, the Board of Trustees shall:
- 5.1.a hold officer elections,
  - 5.1.b determine the schedule of regular meetings for the upcoming year,
  - 5.1.c approve the budget for the upcoming fiscal year, and
  - 5.1.d approve the annual report to be presented to the Mayor and City Council.
- 52 Within ten (10) days following the annual meeting, a notice shall be posted in a public place setting forth the dates, times and places of all regular meetings scheduled for the ensuing year. If there is a change in the schedule of regular meetings, there shall be posted within 3 days after the meeting at which the change is made a public notice stating the new dates, times, and places of the regular meetings for that year.
- 53 **Special Meetings.** Special meetings may be called by the President or upon written request of three (3) Trustees, provided that public notice of the meeting is posted

eighteen (18) hours prior to the meeting, stating the time, place, and purpose of the meeting. No business may be conducted at a special meeting except the business specified in the notice of the meeting.

- 54 **Agenda for Regular Meetings.** The agenda for regular meetings shall include the following items:
- Call to Order
  - Roll Call
  - Approval of Agenda
  - Approval of Minutes
  - Visitor Comments
  - Director's Reports, *including but not limited to:*
    - Finances
    - Circulation
    - Programming
  - Communications
  - Old Business
  - New Business
  - Board Comments
  - Next Meeting Date
- 55 **Modification of the Agenda.** Members of the Board of Trustees may request that items be added or removed from the Agenda during the Approval of Agenda item, such modifications requiring a majority vote of members present.
- 56 **Quorum.** No official business shall be conducted without a quorum of the Board being present at the meeting. For all meetings, both regular and special, three (3) members of the Board of Trustees shall constitute a quorum for the transaction of business.
- 57 **Voting.** An affirmative vote of a majority of all trustees present shall be necessary to approve any action by the board. The President shall be allowed to vote upon or to move or second a proposal before the board.
- 58 **Rules of Procedure.** In all cases not covered by these Bylaws, the Board shall use Robert's Rules of Order as guidelines for the conduct of meetings.



## Article VI – Committees

6.1 In most matters the board shall act as a committee for the whole, but standing or special committees may be appointed at the discretion of the President and the approval of the Board. A committee shall be considered discharged upon the completion of its assignment and a final report to the board.

## Article VII – Library Director

- 7.1 **Appointment.** The Library Director shall be appointed by the Board of Trustees and shall be considered to be the executive officer of the Hillsdale Community Library.
- 7.2 **Duties and Authority.** The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board of Trustees. The Library Director shall be responsible for the care of the building and equipment; for the employment, development and direction of the staff; for the efficiency of the Library's service to the community; for the selection, acquisition, and circulation of all Library materials in accordance with policies adopted by the Board; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission to the Board a written annual report of the Library, including the audited financial statements.
- 7.3 **Attendance at Board Meetings.** The Library Director or the Library Director's representative shall attend all meetings of the Board of Trustees.
- 7.4 **Board Administration.** The Library Director shall assist the Board of Trustees in administrative duties as delegated, including the keeping of Board records and communications, the publication of meeting notices, agendas, and minutes, communication with the City of Hillsdale, and communication with the public.
- 7.5 **Annual Evaluation.** The Board of Trustees shall engage in annual evaluation of the performance of the Library Director, which process shall begin no later than March and conclude no later than June of each year.
- 7.6 **Dismissal.** The Board may recommend to the City Manager that the Library Director be dismissed, with or without cause, upon the majority vote of the Trustees present at any regular or special meeting of the Board.

adopted

09 November 2023

## **STAFF AND LIBRARY BOARD DIRECTORY**

### **Library Staff**

**Rebekah Dobski, Library Director**

[director@hillsdale-library.org](mailto:director@hillsdale-library.org)

517-437-6472

**Elizabeth Cole, Interlibrary Loan Librarian**

[melcontact@hillsdale-library.org](mailto:melcontact@hillsdale-library.org)

**Heidi Pruitt, Programming Coordinator**

[children@hillsdale-library.org](mailto:children@hillsdale-library.org)

[adultservices@hillsdale-library.org](mailto:adultservices@hillsdale-library.org)

517-437-6473

**Annette Littley, Librarian Aide**

**Sierra Smith, Librarian Aide**

### **Library Board**

**George Allen, President**

[gallen.hcl@gmail.com](mailto:gallen.hcl@gmail.com)

Term Ending 11/2027

**Joshua Paladino, Vice President**

[jpaladino.hcl@gmail.com](mailto:jpaladino.hcl@gmail.com)

Term Ending 11/2026

**Laura Negus, Secretary**

[lnegus.hcl@gmail.com](mailto:lnegus.hcl@gmail.com)

Term Ending 11/2028

**Karen Hill, Trustee**

[khill1.hcl@gmail.com](mailto:khill1.hcl@gmail.com)

Term Ending 11/2025

**Stephanie Stockford, Trustee**

[sstockford.hcl@gmail.com](mailto:sstockford.hcl@gmail.com)

Term Ending 11/2024

# **LIBRARY DIRECTOR JOB DESCRIPTION**

## **General Description**

The Library Director is responsible for general library operations, supervision of staff, and service to the public. The Library Director operates as a link with staff and the Library Board to achieve efficient library operation. The Library Director reports to, and is evaluated by, the Library Board and the City Manager.

## **Examples of Duties:**

- \*Responsible for planning and evaluation, including helping to recognize library's strengths and weaknesses
- \*Administers library according to plans adopted by the Library Board of Trustees
- \*Recommends and drafts policies needed; advises Board on the merit of the decisions being considered
- \*Prepares budget request recommendations, *including allotment for continuing education of trustees and staff*
- \*Makes expenditures within the budget allotment
- \*Keeps accurate records of all library income, including fines, gifts, and all library expenditures
- \*Gives monthly, *quarterly*, and annual report to Library Board
- \*Supplies data to the Board to aid in interpreting the library's financial needs
- \*Recommends ways of stretching budget by cooperating with other libraries
- \*Monitors local, state, national, public, and private sources of funding and makes recommendations to Board on how these may be obtained
- \*Interprets library policies, programs, and services to the staff and to the public
- \*Participates in community activities
- \*Helps with orientation of new Library Board Trustees
- \*Provides appropriate job descriptions for all staff
- \*Employs and directs all staff members in cooperation with the Board
- \*Selects and orders all books and other library materials according to Board policy

## **Desired Knowledge, Skills, and Abilities**

- \*Master's degree in library science from a college or university accredited by the American Library Association (ALA)
- \*Certification as a Professional Librarian issued by the State of Michigan
- \*Understanding of budget development and administration
- \*Experience in grant writing and/or other fundraising efforts
- \*Excellent written and oral communication skills

This is a full-time 40 hour a week position with some evening and/or Saturday work. The City of Hillsdale uses a performance based pay scale. The starting pay for this position is *\$19.25* per hour.

## **PROGRAM COORDINATOR JOB DESCRIPTION**

### **Program Coordinator:**

Reports to the Director

Non-Exempt

Part-time (32 hours)

### **Summary of Duties:**

- Coordinate and direct programs of service to children, young adults and adults and maintains attendance numbers for library statistics.
- Develop and propose service programming, policies and procedures related to children, young adult and adult services in the library.
- Develop policy regarding children and young adult patrons, programs and materials.
- Monitor the quality and effectiveness of existing programs and practices.
- Assist and support the Library Director with collection development of children's materials.
- Answer children's telephone and provide reference interviews for children and young adult collections.
- Write grants and solicit donations for children, young adult and adult programs and collections.
- Coordinates meeting room rentals and promotes events that the library sponsors.
- Manages social media and promotes programs via social media, website, circulation desk TV, newsletters, welcome packets, signs/posters and local media.
- Perform other related duties as required.

### **Desired Knowledge, Skills and Abilities:**

- Bachelor's degree preferred. An acceptable combination of education and experience in progressively responsible administrative roles with knowledge of library operations, practice and procedures.
- Experience working with children.
- Knowledge of children's and young adult literature and popular culture.
- Excellent written and oral communication skills.
- Experiences in office practices, especially helping to prepare budgets and some basic accounting procedure.
- Willing to obtain library certification and further training in professional skills as necessary.

*Adopted November 2022*

## **INTERLIBRARY LOAN LIBRARIAN JOB DESCRIPTION**

### **Interlibrary Loan Librarian:**

Reports to the Director  
Non-Exempt  
Part-time

### **Summary of Duties:**

- Run weekly reports and compile MeL statistics.
- Communicate with other libraries.
- Invoice for lost/damaged materials.
- Submit lost/missing reports with RIDES.
- Return uncirculated items to lending libraries.
- Perform Library Clerk/Aide duties.
- Perform other related duties as required.

### **Desired Knowledge, Skills and Abilities:**

- Bachelor's degree preferred. An acceptable combination of education and experience in progressively responsible administrative roles with knowledge of library operations, practice and procedures.
- Excellent ability to pay attention to detail.
- Knowledge of and comfortable with the use of computers, software and Microsoft office products.
- Proficient in English language with the ability to understand and follow written and oral instructions.
- Knowledge of library clerical procedures and practices.

*Adopted November 2022*

## **CATALOGING LIBRARIAN JOB DESCRIPTION**

### **Cataloging Librarian:**

Reports to the Director  
Non-Exempt  
Part-time

### **Summary of Duties:**

- Catalog new and donated books.
- Repair damaged books.
- Perform Library Clerk/Aide duties.
- Perform other related duties as required.

### **Desired Knowledge, Skills and Abilities:**

- Bachelor's degree preferred. An acceptable combination of education and experience in progressively responsible administrative roles with knowledge of library operations, practice and procedures.
- Excellent ability to pay attention to detail.
- Knowledge of and comfortable with the use of computers, software and Microsoft office products.
- Proficient in English language with the ability to understand and follow written and oral instructions.
- Knowledge of library clerical procedures and practices.

*Adopted November 202*

## **LIBRARY CLERK/AIDE JOB DESCRIPTION**

### **Library Clerk/Aide:**

Reports to the Library Director Non-  
exempt  
Part-time

### **Summary of Duties:**

- Check books, magazines and other library materials in and out at the circulation desk and collects fines and places holds using an automated circulation system.
- Assist patrons with questions about public access computers, software or computer functions.
- Answer telephone and provide routine information to patrons.
- Operate a variety of standard office and library equipment.
- Notify patrons about reserved materials and call for return of overdue materials.
- Provide basic reference service or if unable to do so, refer matter to librarian in charge.
- Perform routine book maintenance and processing.
- Help oversee library pages and/or volunteers.
- Search for and retrieve requested items from the library stacks or order items from MeL
- Package and ship library materials to requesting libraries.
- Check in, package and return library materials to lending libraries.
- Assist with ILL statistical reporting as needed.
- Perform other related duties as required.

### **Desired Knowledge, Skills and Abilities:**

- Bachelor's degree preferred, but not required. An acceptable combination of education and experience in progressively responsible administrative roles with knowledge of library operations, practices and procedures preferred.
- Excellent ability to pay attention to detail.
- Position requires a service oriented individual who is able to interact with a diverse population.
- Knowledge of and comfortable with the use of computers, software and Microsoft office products.
- Proficient in the English language with the ability to understand and follow written and oral instructions.
- Some knowledge of library clerical procedures and practices.
- Ability to count money and use a basic cash register.

*Adopted November 2022*

## **LIBRARY PAGE JOB DESCRIPTION**

### **Library Page:**

Reports to the Children's Librarian Non-Exempt  
Part-time

### **Summary of Duties:**

The Page, while reporting to the Children's Librarian, maintains the general appearance and the orderliness of the library materials, shelves and serves as a back up to the professional and clerical staff at the front desk, assisting patrons on occasion. The Page will shelve books, empty book drop and clean the library as directed.

### **Duties:**

- Empty the book drop and check in library materials while organizing such materials in preparation for shelving.
- Shelve library materials while organizing books and other library materials through general shelf reading.
- Provide general cleaning and custodial duties to ensure the presentation of a clean and orderly library environment.
- Assist with opening and closing procedures.
- Assist with other duties as assigned.

### **Desired Knowledge, Skills and Abilities:**

- Must be at least 14 years of age *and enrolled in school*.
- Recommendation is required from a teacher or other responsible adult (non-family member).
- Must be able to understand and carry out written and oral instructions.
- Must demonstrate strong commitment to serve and provide a basic ability to work with the public.

*Adopted May 2018*



## ADDING OR AMENDING LIBRARY POLICIES POLICY

Substantive changes to library policy must follow a clearly defined and publicly visible process.

- I. Any member of the Hillsdale Community Library Board of Trustees, or of the Community Library staff, or of the City Council, or of the community served by the Library, may request that the Board consider adding a new policy to this manual, or amending an existing policy. As a rule, the Library Director should take a lead role in formulating policy proposals for the Board's consideration.
- II. A proposal to add or amend a policy must be
  - a. Submitted in writing by a member of the Board at least seven (7) business days prior to the meeting at which the proposal will be considered.
  - b. Must be on the public agenda at least three (3) business days prior to said meeting.
  - c. The full text of the proposal must be published along with the agenda.

The Board is then free to discuss and vote on the proposal. The Board should not vote on any proposal unless it has been submitted following the above process and timeline, and duly published alongside the agenda.

- III. The Board may only vote to accept a policy proposal as it was published prior to the meeting. If, after discussion, the Board determines that revisions to a proposal would be necessary to secure approval, they may simply vote down the proposal, or do one of the following:
  1. During the meeting, come to an agreement about the necessary revisions, and ask the Board member who originally made the proposal to submit a revised version prior to a future meeting.
  2. Appoint a sub-committee to determine the necessary revisions, and request that the sub-committee submit a revised proposal prior to a future meeting. Sub-committees should consist of at least one but no more than two Board members, and may include the Director, another member of the library staff, or member(s) of the community.

Revisions to a proposal should be submitted and published following the same timeline as any proposal.

- IV. Depending on the nature of the proposal, the Board may also elect to postpone a final vote until the proposal has been reviewed by the City Attorney. It is recommended that all library policies be reviewed with the City Attorney prior to the board meeting and public posting.
- V. Once changes to the policy manual have been accepted by a majority vote of the Board, it is the responsibility of the Library Director to ensure that the updated manual is published within eight (8) days of the meeting at which the changes were approved, and that public notice is made that an updated manual has been published. Public notice should be posted
  - a. To the library website
  - b. The City of Hillsdale Website
  - c. Printed notice should be posted in the Library for a minimum of ten (10) days.

- VI. This policy applies only to substantive changes to library policy, and not to minor edits to the manual such as corrections, updates, adjustments to formatting, etc., which may be freely undertaken by the Director or a designated staff member. Notice of such edits should be included in the agenda of the next meeting of the Board, but do not need to be voted on for approval. In such cases no public announcement of edits to the manual is required.
  
- VII. The responsibility for updating the agenda rests with the Library Director, or in the Director's absence with the acting administrative officer of the Board. Part of that responsibility includes communicating with the City to ensure that changes to the agenda are published in a timely fashion. If for any reason an item cannot or should not be added to the agenda, it is the Director's responsibility to immediately inform the Board, in writing, of the impediment. The Agenda procedures are as follows:
  - a. All agenda discussion items are sent to the director seven (7) business days prior to the meeting.
  - b. The agenda must be posted on the library website and city website three (3) business days prior to the meeting.

*Adopted June 2022*

## **DAMAGED MATERIALS POLICY**

A patron is requested to pay for damages when material is returned in an unsuitable condition. This payment may take the following form:

1. Replacement cost on items within the Hillsdale Community Library collection that are beyond repair, the patron will be required to pay a full charge as determined by the original price of the item plus a three (\$3.00) dollar processing fee.
  - a.) A patron may replace a damaged book themselves upon approval from the Library Director. Replacement books must have the same ISBN number as on the damaged book.
2. Replacement cost on Michigan e-Library items are at the sole discretion of the lending library.

Library borrowing privileges and public computer use privileges will be suspended until all damaged materials & accrued fines have been paid in full.

*Fines accrued on damaged materials should not exceed five (\$5.00) dollars.*

## **GIFT POLICY**

The Hillsdale Community Library welcomes gifts of all types including library materials, equipment, and funds for the purchase of material and equipment. The library encourages gifts of cash not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the library program.

The Library makes the final decision on its own use or other disposition of the gift.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The library will, however, on request, acknowledge the gift by letter and specify the type, quantity, condition, etc., of the gift for the donor's records.

### **Gifts Considered for Inclusion in the Library's Collection:**

Any gift considered by the library for inclusion in the Library's collection is subject to the following conditions:

1. If the only purpose of the donation is to add it to the Library collection, the donor must make this desire known upfront. The Library Director must approve the gift. If the item(s) cannot be added to the collection, the library will contact the donor who may choose to reclaim the item(s).
2. The Library retains unconditional ownership of an accepted gift. No gift will be returned to the donor.
3. The library reserves the right to decide the conditions of display, housing and access to the material.
4. When gift items are withdrawn from the collection, the Library will not notify the donor of the withdrawal. The Library will not automatically replace worn-out or lost gift items.

### **Gifts Not Intended for Inclusion in the Library's Collection:**

Donated items that cannot be added to the library's collection will be placed into the Library's book sale and proceeds will be used to enrich library services. Unsold items are recycled or discarded.

## **INTERNET ACCEPTABLE USE POLICY**

The Hillsdale Community Library provides access to the internet in keeping with its role as a source of information, intellectual development and enrichment for the community. The internet allows users to connect to networks of resources outside the library walls and allows access to ideas, information and commentary from around the globe. As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages it also offers access to some materials that may be offensive or illegal. The Hillsdale Community Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. It is the responsibility for its content. It is the responsibility of the library patrons to monitor their own use. Additionally, parents or guardians are responsible for internet content selected and/or accessed by their children. Anyone under 18 will not be allowed to use the library computers to access the internet without the consent of their parent or legal guardian.

### **Guidelines for Responsible and Ethical Use:**

1. Patrons may use the library's computers to access systems, software and databases for educational, recreational and informational purposes. Due to limited resources, internet access is primarily for research and information gathering purposes.
2. Patrons must obey all applicable federal, state and local laws and regulations.
3. Patrons should avoid any activities which might be disruptive to other library users.
4. Patrons are prohibited from damaging computer equipment, altering computer settings, or installing unapproved software.
5. Total computer use will be limited to two hours per day per patron. If the computers are all busy, the library will reserve the right to limit use time to thirty (30) minutes.
6. Patrons with fines in excess of \$5.00 will be prohibited from using the library's computers.

### **Violators of the Code of Conduct will be subject to the following penalties:**

- For the first infraction, violators will be asked to stop such actions. If they do not desist, they will be required to leave the library for remainder of the day.
- For repeat offenses, the Library Director or designee may withdraw library privileges for up to 30 days.
- On a case-by-case basis because of the serious or repeated nature of the offense, the Library board may extend the loss of Library privileges indefinitely.
- The police will be called in case of illegal activity or when the safety of the staff or patron(s) is a concern.

### **Right of Appeal:**

Patrons may appeal any decision in writing to the Library Director within fourteen (14) calendar days of the date of the decision. The appeal shall state why library privileges should be restored. The Library Director will respond to the appeal in writing within seven (7) calendar days of the date the appeal was received.

Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within fourteen (14) calendar days of the date of the Library Director's decision.

## **LIBRARY CARD POLICY**

### **Permanent Residents:**

The following residents are entitled to a free library card:

**Residents of the City of Hillsdale:** Any person permanently residing within the corporate limits of the City of Hillsdale in a home or apartment owned by him or her or which is rented by him or her on not less than a month to month basis, together with all persons permanently residing in the household who are members of his or her immediate family. Immediate family for the purpose of this policy shall mean and include such person's father, mother, husband, wife, child or other blood relative, step-child or step- parent.

**Residents of the Townships of Hillsdale and Jefferson:** For the contracted period any person residing within the Township of Hillsdale or the Township of Jefferson in a home or apartment owned by him or her or which is rented by him or her on not less than a month to month basis, together with all persons permanently residing in the household who are members of his or her immediate family. Immediate family for the purpose of this policy shall mean and include such person's father, mother, husband, wife, child or other blood relative, step-child or step-parent.

### **Non-Residents:**

1. Any person who does not fit into one of the above categories must pay an annual non-refundable non-resident fee for library service to obtain issuance of a non-residency library card.
2. Each non-resident card shall expire one year after issuance date.
3. A family non-resident card shall cost forty (\$40.00) dollars and shall entitle the cardholder and his or her immediate family members permanently residing with him or her to all library services without restrictions. Immediate family for the purpose of this policy shall mean and include such person's father, mother, husband, wife, child or other blood relative, step-child or step-parent.
4. The non-resident fee shall be computed at the beginning of each fiscal year and shall remain in effect until the following July 1<sup>st</sup>. The board shall consider the total library budget, the library tax paid by the City of Hillsdale and the contract amount paid by townships when setting non-resident fees.

### **Other Library Card Rules:**

1. The person in whose name the card is issued shall be responsible and liable for any and all fines, losses or fees assessed against said card.
2. Any person must show his or her library card to check out materials.
3. Replacement for a lost card will cost three dollars and fifty cents (\$3.50).
4. No library card shall be issued to any minor person under the age of eighteen (18) without prior written consent and acceptance of responsibility and liability for all fines, losses or other assessments against the library card by the minor's parent or guardian.
5. Library cards shall be issued only after verification of identity, residence address, mailing address and phone number: home, work and/or cell. To verify identity, photo identification (Michigan driver's license, Michigan identification card or passport) with current address is required.

*Revised July 2020*

## **LIBRARY DIRECTOR PERFORMANCE EVALUATION POLICY**

### **Why Evaluate?**

The purpose of this policy is to improve communication between the Hillsdale Community Library's Board of Trustees ("Library Board") and the Library Director. The purpose of this policy is also to improve job performance, share success, establish goals, aid in professional development, improve library service to the community and to encourage and reward effective library administration on an annual basis.

### **Who Evaluates?**

Evaluation of the Library Director is the responsibility of the Library Board. Selection and termination of the Library Director, as well as salary/merit increases continue to be the responsibilities of the Library Board. The Library Board may consult with the City Manager and the library staff for additional perspective, as well as the Library Director. Self-evaluation should be an integral part of the evaluation process.

### **What to Evaluate?**

The evaluation will be based on the duties and responsibilities as outlined in the Library Director Job Description, which is approved by the Library Board.

The Library Director will also be evaluated in relation to administration, supervision, professional development, community interaction/public service, professional behavior and achievement of established goals as outlined in the Library Director Evaluation Form.

### **When and How to Evaluate?**

Informal evaluation can occur spontaneously through the year between the President and Library Director. Formal evaluations will occur as outlined below.

The review process shall take place in a regular meeting of the Library Board which may be held in closed session at the request of the library director in accordance with Section 8 of the Open Meetings Act (MCL 15.268a).

1. March
  - a. By March 30 of each year, the Library Board shall receive the Library Director's self-evaluation, which shall include the Library Director Evaluation Form and supportive documentation.
2. April
  - a. Upon receiving the Library Director's self-evaluation, and prior to Board Members submitting their individual Library Director Evaluation Form to the President, Board Members may elect to consult the City Manager and/or library staff.
  - b. By April 30 of each year, Board Members will submit their individual Library Director

Evaluation Form to the Board President.

3. May
  - a. By May 15 of each year, based on the above perspectives, the President will write a formal evaluation and attach written comments to the evaluation. The formal evaluation and written comments will be submitted to the Library Board for formal approval, which shall take place in a regular meeting of the Library Board, which may be held in closed session at the request of the library director in accordance with Section 8 of the Open Meetings Act (MCL 15.268), prior to June 1 of each year.
4. June
  - a. By June 15 of each year, the President will meet with the Library Director to review the evaluation.
  - b. The Library Director may elect to agree or disagree with the evaluation and the Library Director may attach further written comments to the evaluation, which will be reviewed with the President prior to June 30<sup>th</sup>.
  - c. By June 30 of each year, the President will provide a copy of the evaluation, with Library Board and Library Director comments, to the City of Hillsdale's Human Resources Department.

### **Probationary Period**

A Library Director shall be evaluated by the Library Board and/or City Manager at the midpoint of his/her probationary period in an effort to determine if he/she has acquired or refined existing skills to a level which would allow the Library Director to function satisfactory as a permanent employee in that job classification. Thereafter, written performance evaluations shall be completed annually for the Library Director. However, evaluations may be conducted more frequently at the discretion of the Library Board and/or City Manager.

### **Use of performance Evaluations**

Past performance evaluations shall be given consideration in making promotions and granting most pay increases.

*Amended January 2023.*



## **MATERIALS SELECTION POLICY**

### **Objective of Selection:**

Within the limitations of space and budget, the library selects materials which meet the educational, informational, and recreational needs of the citizens of the community. It is an objective of the library to provide a resource where the individual can examine many points of view and make his or her own decisions. Materials selection attempts to provide items which will facilitate informal self-education of all the people in the community.

### **Responsibility of Selection:**

The responsibility of selection lies with the staff and the library within their areas of responsibility. The ultimate responsibility for selection lies with the Library Director, who operates within the framework of policies determined by the Library Board.

### **General Criteria:**

1. Relevance to community interest
2. Current significance
3. Attention of critics, reviews and the general public
4. Number and nature of requests from public
5. Common sense
6. Reputability of author and publisher
7. Suitability of format for library use

It is important with limited staff to review each item which the library selects for addition to the collection. Therefore, selection of materials is accomplished primarily through reviewing periodicals hand-on examination. Particularly importance is given to reviews which are directed to the library market, such as Library Journal, Publishers Weekly, New York Times, Booklist, Horn Book, School Library Journal and other reviewing media. An item will also be purchased if there is sufficient patron interest and request for the title.

Materials with an emphasis on sex or containing profane language should not be automatically excluded if the item presents a true-life situation which deals with characters and situations realistically presented. This library has a comprehensive reading public which it has an obligation to serve, the same as any other patron. "Best Seller" lists are constantly being referred to by many of our patrons, so the library should strive to maintain at least one copy of best sellers, even though sometimes these books do not meet the selection standards set forth in the policy. Responsibility of the reading habits of children rests with the parent or legal guardian; therefore, selection should not be inhibited by children. The library will not knowingly purchase material which has been declared illegal by the court of Michigan or the Country.

With regards to books dealing with sex education, the library will purchase books written for the adult, young adult and child. The materials selected for these groups should have a minimum of two reviews backing up the library's selection. Recognized book lists such as Best Books for Young Adults and Notable Children's Books are also used for consideration, if possible, the librarian should personally review each title keeping in mind the needs of community served. The letter designation (E, J or YA) on materials does not limit its use. It is not intended to restrict readership to an age or interest group. Since the level of sophistication varies within each community, materials for the less mature and poorer reader,

as well as for the person already comfortable with adult materials should be provided. We support the American Library Association's assertion that:

The librarian who would restrict the access of minors to materials and services because of actual or suspected parental objection should bear in mind that he is not in loco parentis in his or her position as a librarian.

The American Library Association holds that it is the parent – and only the parent – who may restrict his children—and only his children—from access to library materials and services. The parents who would rather his child did not have access to certain materials should so advise the child.

### **Auxiliary Collections:**

The paperback collection in the library is heavily used. Popular works are selected. The librarian must be familiar with the broad range of current adult, young adult and Juvenal titles.

Paperbacks are purchased most frequently through publisher's pre-selected lists. Most books are reprints of hardbound titles. However, a great many titles are paperback originals and not reviewed in almost all reviewing sources. Upon examination of paperback titles, if an item is deemed unusable for the collection, it will be given to another library, sold in a book sale, or discarded.

The library has a responsibility to provide patrons with factual information about the religions of the world. Materials whose sole purpose is persuasive or solicitous for a religious group will not be selected. The library will attempt to have religious literature of an authentic historical and/or education content. These books must meet the general criteria set for in this policy.

### **Summary:**

The library's aim is to present the community with a well-balanced collection that meets the educational, informational, and recreational needs of the citizens of the community. This is done with careful consideration keeping in mind the selection of high quality, informative, and readable materials within the library's budget, space and criteria set forth in this policy.

### **Request for Reconsideration of Library Material:**

If a patron finds any portion of the library's collection objectionable, he or she may file a formal request for reconsideration of the materials by completing a Request for Reconsideration of Library Material form, which can be requested at the circulation desk. A completed form will be reviewed by two staff members and the director who will respond to the patron in written form describing the action the library will take in regard to the challenge. The Materials Selections Policy will act as the basis for the response. If a patron is not satisfied with the staff response, the request for reconsideration may be taken to the Board of Trustees. The Board will decide what course of action to take.

## **MATERIAL WITHDRAW (WEEDING) POLICY**

The library's collection of books, audio visual materials and other materials cannot be built in quantity or quality solely by the selection of new materials. There must also be a constant, on-going, evaluation of the collection which inevitably will result in the discarding of outdated materials, worn-out items, and the replacement of necessary titles. Continuous appraisal of the collection is essential and every bit as important as the initial selection for the inclusion.

Discarding or "weeding" of materials is the way to ensure the best and most economical utilization of space in the library. "Weeding" is selection in reverse. Just as all materials which are added to the library's collection are expected to be useful for the people in the community by which it is served, so to should they be withdrawn if they cease to serve that purpose. It enhances the reputation for reliability of the collection and assures the orderly growth of a quality collection.

### **Criteria for Discarding:**

- Material out of date
- Worn out or in need of mending
- Duplicate copies
- Not used (3-5 years)
- Books which have ceased to fulfill their purpose in the library

As a general rule, material to be discarded will not be rebound if it meets the criteria for discarding. If, however, the item is listed in the current edition of the Standard Public Library Catalogs published by Wilson, regardless of its circulation history, the item will be kept, rebound, or if still in print, reordered.

### **Disposal of Withdrawn Materials:**

After materials have been withdrawn, they will be disposed of in one of three ways:

#### 1. Gifts to other libraries:

Materials in good condition which are found to be inappropriate for our collection, no longer needed, or of a special research nature be given to other libraries. Local libraries will receive first considerations for such gifts.

#### 2. Book Sale:

Outdated, damaged, or worn materials which may be of interest to others will be put into the Hillsdale Community Library book sale. Proceeds from these sales will be used to purchase new books or other library materials that will benefit the Hillsdale Community Library.

#### 3. Discards:

Materials of very limited use to the general public (old statistical reports, outdated directories, documents, etc.) reference books owned by the publishing companies which the library is not permitted to pass on, and materials in very poor physical condition are discarded through the City of Hillsdale waste disposal procedure. The Library Director, under authorization conferred by this policy, is responsible for discarding materials. This may be delegated to the staff member authorized to select books in a particular area. The Library Director must implement this policy with appropriate administrative procedures.

## **HILLSDALE COMMUNITY LIBRARY MEETING ROOM POLICY**

The Board of Trustees of the Hillsdale Community Library recognizes that the Library facility belongs to the community. Accordingly, it is the policy of the Board to make the Library Meeting Room available, on a limited basis, to the community. The primary purpose of the Library facility is to provide library services to the community. The Board recognizes that there are costs associated with non-library use of the Library Meeting Room and that, consequently, Meeting Room usage fees need to be assessed to cover these costs. The Board reserves the right to modify the policy and guidelines at any time.

The following rules are for the use and rental of the Library Meeting Room:

### **Scheduling/Payment/Application/Canceling**

Hour of Usage	1 Room	2 Rooms	3 Rooms
1-4 Hours	\$25.00	\$50.00	\$75.00
4+ Hours	\$50.00	\$100.00	\$150.00

- 4. Payment is due 1 week prior to the event. If the event is booked within 1 week of the event, payment is due at the time the room(s) is booked. Payment must be made by cash or check payable to: Hillsdale Community Library. We DO NOT accept credit cards.**
- 5. No refunds will be given, no exceptions.**
6. Room rental is only available during our regular library hours. After hours rental of our meeting rooms is NOT available to the public without the authorization and approval by the Library Director. The total cost (including staff time) will be determined at the time of the rental and will be given up front to the renter.
7. Hours of scheduling shall include the total time involved in the meeting, from the time the organization requires the room, for assembling, set-up or other purposes, to the time the room is cleaned and vacated.
8. Permission to use the Meeting Room does not constitute a lease.
9. The Library reserves the right to reject any application and revoke previously granted permission for the use of the facility for violation of these rules. The Library may cancel any meeting because of adverse weather conditions or for other emergency reasons.
10. The Library reserves the right to charge a fee for any repairs or cleaning that are necessary as a result of the use of Library facilities.

### **Responsibility for Equipment and Facilities**

11. Each individual or group is responsible for setting up tables, chairs, furniture and any equipment prior to the meeting and for returning all library property to its designated location at the close of the meeting.
12. Each individual or group is responsible for leaving the room in a clean and orderly condition. The library does not have a dumpster for disposal of trash and refuse. Accordingly, all individuals, groups or entities are responsible for bagging, removing and disposing of any trash after the rental event. All individuals, groups, or entities will be billed for any damage to the room as a result of the individual or group's use.
- 13. Eating and drinking in the main rooms of the library is strictly forbidden. Any group wishing to serve light refreshments must provide its own utensils for serving and preparation. Articles of food and drink must be consumed in the meeting room(s) designated and not carried into the halls, restroom or the main rooms of the library proper.**
14. The Library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in the Meeting Room(s). All items are placed in the Meeting Room(s) at the owner's risk.
15. The library will provide the following equipment upon request:

- Chairs
  - Tables
  - Podium
  - Projector and screen
  - Dry erase board
  - Easel
  - Microphone
  - Speakers
  - Kitchenette including sink, microwave, Keurig, and fridge (K-cups available for purchase at the front desk for \$1 each).
16. The individual or group assumes full responsibility for all equipment used and any damages to the Meeting Room(s) itself.
  17. All individuals or groups must provide a qualified operator for any equipment used. Use of electrical or other equipment must conform to normal fire and safety standards. Approval must be received in advance for equipment not supplied by the Library.
  18. Nothing may be affixed or mounted to the walls of the Meeting Room(s).
  19. The Library will not provide storage for any purpose to any individual or group.

### **General Regulations**

20. All individuals or groups using the rooms agree to hold the Hillsdale Community Library, the City of Hillsdale, its agents and representatives, harmless from any and all suits, actions, claims or demands arising from injuries to people or damage to or loss of property belonging to the organization using the meeting rooms.
21. Granting the use of its meeting rooms does not imply endorsements or approval by the library, its board, its employees or the City of Hillsdale of the group, the meeting, or the ideas presented at the meeting.
22. Meeting Room Usage Priorities: Library programs, library-related programs and City of Hillsdale programs shall have priority in scheduling the use of rooms. After accommodating those programs, any remaining rooms shall be available to community individuals, organizations, nonprofit organizations, town meetings of elected officials or representatives of local, state and national government, for-profit groups and social gatherings on a “first-come-first-served” basis.
23. Smoking, ingestion of alcoholic beverages, marijuana use, and use of any illegal substances are not permitted on library property.
24. Meetings must comply with the “Open Meetings Act” if such Act applies to the individual or group.
25. Any group using the facility must comply with all applicable civil rights laws.
26. All users of the Library facility agree to comply with all applicable state and federal laws and local ordinances. Further, in accordance with Act No. 453 of the Public Acts of 1976 and Act. No. 220 of the Public Acts of 1976. Groups using the Meeting Room agree not to discriminate because of race, color, religion, national origin, age, sex, height, weight, marital status, handicap, student status or sexual orientation.
27. Organizations may not use the Meeting Room for any unlawful purpose or for the purpose of encouraging and counseling any person(s) to violate the law.
28. The name, address and telephone number of the Hillsdale Community Library may not be used as the address or headquarters for any group using the Library for meeting purposes.

29. Whenever personal injury or loss/damage to property occurs in connection with the use of the Meeting Room, it must be reported to staff by the group's adult representative.
30. Registering participants for a program will be the responsibility of the sponsoring group and not the Library.
31. Meeting Room attendees may not leave children unattended in the Library, in accordance with the Library's Unattended Children Policy. Child care service for the children of persons attending meetings is not provided by the Library.
32. This policy is subject to review and modification when deemed necessary by the Hillsdale Community Library Board at its sole discretion.

*Amended August 2020. Amended January 2023.*

## **OVERDUE MATERIALS POLICY**

Overdue materials are materials retained longer than the stated period of loan. These materials are subject to the penalties set forth in this policy.

### **Overdue Charges:**

1. A charge of ten cents (10 ¢) per day, per item shall be made for all children's, juvenile, young adult, adult, and paperback books, books on CD, Playaway's, DVD's, magazines and all other vertical file items.
2. A charge of ten cents (10 ¢) per day shall be made for all inter-loan (MEL) items.
3. A maximum charge on all items shall not exceed the price of the item.
4. Library borrowing privileges will be suspended under the following conditions:
  - a.) Overdue materials have not been returned.
  - b.) Fines have not been paid even though material has been returned.

### **Notice of Overdue Materials:**

1. When materials are not returned, a 1<sup>st</sup> notice is sent via phone call. An email is sent if phone is unavailable.
2. A 2<sup>nd</sup> notice is sent one week after the 1<sup>st</sup> notice via phone call and email, if available.
3. A 3<sup>rd</sup> notice is sent one week after the 2<sup>nd</sup> notice via letter through the U.S. Postal Service.
4. A 4<sup>th</sup> notice is sent one week after the 3<sup>rd</sup> notice via letter through U.S. Postal Service. This will serve as a final notice to return materials within seven (7) days. The Library Director will determine if the matter is turned over to law enforcement officials for treatment as a misdemeanor per Michigan Compiled Law 750.364

**MCL 750.364 Larceny from Libraries**—Any person who shall procure, or take in any way from any public library or the library of any literary, scientific, historical or library society or association, whether incorporated or unincorporated, any book, pamphlet, map, chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof, with intent to convert the same to his own use, or with intent to defraud the owner thereof, or who having procured or taken any such book, pamphlet, map, chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof, shall thereafter convert the same to his own use or fraudulently deprive the owner thereof, shall be guilty of a misdemeanor.

5. If materials have not been returned one week after the fourth notice is sent, the patron will be informed via letter if the matter has been turned over to the appropriate authorities per MCL 750.364.

*Adopted June 1985, Revised September 2018*

## **HILLSDALE COMMUNITY LIBRARY PATRON RULES OF CONDUCT POLICY**

### **The following activities are not allowed in the library:**

- EATING OR DRINKING, EXCEPT IN THE Meeting Room or during scheduled activities in the Library. (Water in closed containers is permitted,)
- Using audible devices without headphones or earbuds that are set at a volume that disturbs others.
- Using cell phones and other communication devices such as a web cam. All ringers must be off.
- Smoking, chewing, and other tobacco use in Library facilities. This includes electric cigarettes and vaping. *All tobacco use outside of the library must be in the lower parking lot near Bacon St.*
- Being under the influence of alcohol/illegal drugs and selling, using or possessing alcohol/illegal drugs.
- Carrying a weapon into the Library unless authorized by law.
- Bringing animals into the Library except Service Animals needed to assist a patron with a disability. Therapy and Emotional Support Animals are not allowed.
- Misusing the restrooms- including bathing, shampooing, shaving, doing laundry, changing clothes, or conducting any activity that is deemed illegal.
- Library materials may not be taken into the restrooms.
- Lying down or sleeping on any floor, chair, or table in the Library or in the restrooms.
- Littering.
- Leaving a child under the age of 8-years-old unattended in the Library without the supervision of an adult or responsible person aged 16 or older. (See Unattended Children Policy)
- Neglecting to provide proper supervision of children.
- Creating disruptive noises such as loud talking, screaming, banging on computer keyboards, or engaging in other disruptive conduct.
- Solicitation of contributions or signatures.
- Conducting surveys without the permission of the Library Director.
- Photography on the Library premises without the permission of the Library Director and all those photographed.
- Entering the Library barefooted, without a shirt, or being otherwise attired so as to be disruptive to the Library environment. Shoes must be worn at all times while in the Library.
- Offensive body odor due to poor personal hygiene, overpowering perfume or cologne that causes a nuisance or interferes with another patron's use or staff's use of the Library. Violators will be asked to leave immediately.
- Interfering with another person's use of the Library or with the Library personnel's performance of their duties.
- Engaging in unlawful sexual conduct, including, but not limited to, public indecency, viewing obscene material, or offensive touching.
- Stealing, damaging, altering, or inappropriate use of Library property in Library facilities or on Library grounds. This includes Library material, signs, computer hardware and software, printers, copiers, phones, and other equipment.
- Trespassing in nonpublic areas, being in the Library without permission of an authorized Library employee before or after Library operating hours, or camping on Library grounds.
- Verbally or physically threatening or harassing other patrons, volunteers, or staff. This includes stalking, staring, lurking, touching, and obscene acts such as sexual acts and indecent exposure.
- Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- Use of profanity.
- Engaging in any activities prohibited by Federal, State, or Local Law.
- No personal phone messages will be relayed by the staff to patrons except in the case of emergencies.



**Violators of the Code of Conduct will be subject to the following penalties:**

- For the first infraction, violators will be asked to stop such actions. If they do not desist, they will be required to leave the Library for the remainder of the day.
- For repeat offenses, the Library Director or designee may withdraw Library privileges for up to 30 days.
- On a case-by-case basis, because of the serious or repeated nature of the offense, the Library Board may extend the loss of Library privileges indefinitely.
- The police will be called in the case of illegal activity or when the safety of the staff or patron(s) is a concern.

**Right of Appeal**

Patrons may appeal any decision in writing to the Library Director within 14 calendar days of the decision. The appeal shall state why library privileges should be restored. The Library Director will respond to the appeal in writing within 7 calendar days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 14 calendar days from the date the date of the Library Director's decision.

***Addendum- June 26, 2020***

- **All individuals are required to wear a mask based on Governor Whitmer's EOs.**

## **PROFESSIONAL DEVELOPMENT POLICY**

The purpose of this policy is to provide library employees with professional development opportunities that increase their knowledge, skills, and abilities to enhance their contributions to the library and to their area of work by attending professional training sessions, seminars, conferences, conventions, webinars or other educational programs. Professional development is an investment in library employees and their capacity to meet the current and future needs of the community.

### **External Professional Development Activities**

All library employees are encouraged to attend job-related training sessions, seminars, conferences, conventions, webinars or other educational programs. The library supports employee participation in these activities and allocates funds to be used for approved travel and registration expenses.

Upon approval of the Library Director, in accordance with The City of Hillsdale's Employee Handbook, related expenses will be reimbursed if funds are available. As a condition for approval of attendance, the Library Director may require the requesting library employee to speak about the professional development opportunity at a future staff meeting.

Priority in approving requests will be given to those requesting library employees that have been selected to present or receive awards at conferences or events, or who have received financial assistance to attend specific conferences. The Library Director reserves the right to deny requests to reserve funds for other staff members to attend future events.

### **Travel Reimbursement**

Hillsdale Community Library Employees will be reimbursed for mileage and parking expenses incurred while using their private vehicle in the performance of official duties. All business travel must be approved by the Library Director prior to making travel arrangements. The employee is responsible for maintaining a record of transportation costs. Mileage will be reimbursed at the IRS minimum rate per mile rate, in accordance with the City of Hillsdale's Employee Handbook. When travel is completed, employees shall submit completed travel expense reports to the Library Director. The Library Director shall review the report, sign approval when appropriate, and turn into accounts payable for reimbursement.

### **Internal Professional Development Activities**

All library employees are encouraged to attend onsite learning opportunities. The library supports utilizing staff knowledge and expertise as in house speakers and presenters. When needed, the library will bring in outside experts to present information on required topics and strategic areas of interest.

*Adopted May 1991. Amended August 2018, January 2023.*

## **PUBLIC RELATIONS POLICY**

The Hillsdale community Library wishes to ensure that the public receives consistent and accurate information about library policy, procedure, programs and services. To further that aim, we established the following regulations:

1. Contact initiated by the media should be directed to the Library Director.
2. Contacts to the media initiated by the library will be done by the person or persons in charge of the specific program, service or policy being addressed after consultation with the Library Director.
3. Speaking engagements made by library staff on behalf of the library will be coordinated and approved through the Library Director.
4. Promotional materials will follow standard guidelines for use of copyright-free art and quality design. All promotional materials should be reviewed by the Library Director prior to distribution to the public.

*Adopted March 2005*

## **STAFF PERFORMANCE EVALUATION POLICY**

### **Why Evaluate?**

Completing performance evaluations is a best practice that affords both supervisors and employees time to review job performance, share successes, establish goals, discuss professional development, and open lines of communication on an annual basis.

### **Who Evaluates?**

Performance evaluations shall be conducted by the Library Director who may consider information from fellow employees, trustees and patrons as well as the employee. Self-evaluation should be an integral part of the evaluation process.

### **What to Evaluate?**

Evaluation will be based on the duties and responsibilities as outlined in the staff member's respective job description(s), which are approved by the Library Board.

An employee also will be evaluated in relation to quantity of work, dependability, work habits, initiative, decision making skills, attaining established goals, and other factors determined by the Library Director to be substantial in measuring the value of the employee to the library.

### **When and How to Evaluate?**

Informal performance evaluations may be held in addition to the formal process so that the supervisor and the employee may work cooperatively to understand, evaluate, and improve the individual's performance. Formal evaluations will occur as outlined below.

1. May
  - a. By May 5 of each year, the Director will receive each employee's individual self-evaluation.
2. June
  - a. By June 15 of each year, the Director will meet individually with each employee to review their evaluation.
  - b. The employee may elect to agree or disagree with the evaluation and the employee can attach written comments to the evaluation, which will be reviewed with the Director prior to June 30 of each year.
  - c. By June 30 of each year, the Director will provide a copy of the evaluation, with Director and employee comments, to the City of Hillsdale's Human Resources Department.

Upon completion of an evaluation, the supervisor shall review the evaluation in a personal interview with the employee. If the evaluation was below average, written prescriptive recommendations for performance improvements should be given to the employee during the interview.

Both the supervisor and the employee shall sign the evaluation form, which will be placed in the employee's personnel file. Performance reviews are part of the permanent record of the employee in the Library's personnel records and will be considered as part of proposed or recommended personnel transactions including wage increases, promotions, disciplinary action and dismissal.

### **Probationary Period**

An employee shall be evaluated by his or her supervisor at the midpoint of his/her probationary period in an effort to determine if he or she has acquired or refined existing skills to a level which would allow the employee to function satisfactorily as a permanent employee in that job classification. Written performance evaluations shall be completed annually for all employees. However, evaluations may be conducted more frequently at the discretion of the Library Director or the employee's supervisor.

### **Use of performance Evaluations**

Past performance evaluations shall be given consideration in making promotions and granting most pay increases.

*Adopted November 1982. Amended January 2023.*

## UNATTENDED CHILDREN POLICY

The Hillsdale Community Library defines “Unattended” as:

*A child, age 8 and under, left alone in the library building without a parent, legal guardian or responsible care giver over the age of 16 adequately supervising them while inside the library building.*

The happiness and safety of young children left alone at the library is a serious concern. The library is a public building available for the use of all Michigan residents. Because it is a place where children gather, it may attract people whose interest in children is not entirely wholesome. Library staff cannot know if children are leaving the building with parents or strangers. For the protection and wellbeing of children who enjoy the library, the following policy has been established.

Children ages 8 years old and younger must be attended to and adequately supervised by a responsible adult or mature, responsible adolescent over the age of 16, if their parent or legal guardian is not present. Children ages 8 years and older maybe use the library unattended, subject to the rules of behavior and service policies set forth by the Hillsdale Community Library.

The Hillsdale Community Library has authorized a 3-Step guideline to assist the Library staff in case of:

1. Unattended children 8 years old and under with no parent, adult or responsible caregiver over the age of 16.
2. Behavior problems of ALL children up to the age of 18.
3. Any child(ren) under the age of 18 who are left at the library at closing time.

**STEP 1:** The supervisor on duty obtains information from the child as to how they arrived at the library (i.e.: walking, dropped off by a parent or school bus, etc.). The supervisor will try and obtain telephone information from the child in order to contact an adult on behalf of the child. If telephone information can be obtained, the supervisor will proceed to STEP 2. If telephone information cannot be obtained, the supervisor shall use their discretion as to whether or not to send the child home alone. If it is determined to not send the child home, the supervisor will proceed to STEP 3.

**STEP 2:** The supervisor and one other staff member will wait at the library facility with the child a responsible adult arrives. The supervisor will then explain the problem and library policy to the adult. The supervisor will also obtain the adult’s name, address and phone number for completion of an incident report. If a responsible adult has not arrived within 15 minutes after closing, the supervisor will proceed to STEP 3.

**STEP 3:** The supervisor will call 911 and report an “abandoned child” at the library and request police assistance. Staff will stay with the child until police arrive. The supervisor will take the name of the responding officer for the completion of the incident report.

## **SELECTIONS FROM THE HILLSDALE CITY CHARTER RELATING TO THE LIBRARY**

### **Power to Support Library:**

Section 2.4: In accordance with the authority of Act #86 of 1941, there is expressly included and continued in this Charter the power contained in Section 1 of Chapter XI of Act 215 of the Public Acts of 1895, which constitutes a part of the Charter of Hillsdale granted or passed by the Legislator for said city, to establish and maintain a public library, and to provide a suitable building therefore, and to aid in maintaining such other public libraries as may be established within the city by private beneficence as the council may deem to be for the public good.

### **Charter Amendment Relating to Board Membership:**

Commencing January 1, 1992, no person shall be eligible for appointment to any City Board, Commission or Committee who has served thereon for the three (3) consecutive terms or the ten (10) consecutive years immediately preceding the term for which the then current appointment is being made (Amended 11/5/1991).

**SECTIONS OF THE CITY OF HILLSDALE MUNICIPAL CODE PERTAINING TO  
THE HILLSDALE COMMUNITY LIBRARY**

**Sections:**

2.48.010: Appointed

2.48.020: Members

2.48.030: Terms, vacancy, removal and compensation 2.48.040:

Powers and duties

2.48.050: Library fund established

**2.48.010: Appointed:**

There shall be a library board appointed for the purpose of operating and maintaining a public library within the city pursuant to Act 164 of the Public Acts of Michigan for 1887 (ord. 1978-38 (part), 1978: prior code 1.151).

**2.48.020: Members:**

The library board shall consist of five directors appointed by the mayor with the approval of city council, the directors to be chosen from the citizens of the city at large with reference to their fitness for office; provided, however, that not more than one member of the city council shall be a member of the board at any one time; provided further, that one such member shall be a member of the board of education of the Hillsdale Community Schools (ord. 1978-38 (part), 1978: prior code 1.152 (a)).

**2.48.30 : Terms, Vacancy, Removal and Compensation:**

- a. The board members appointed hereunder shall be first appointed as follows: one director shall be appointed for a term of five years, one director shall be appointed for a term of four years, one director shall be appointed for a term of three years, one director shall be appointed for a term of two years and one director shall be appointed for a term of one year. Annually thereafter the mayor, with the city council, shall appoint one member of such board for a term of five years.
- b. Vacancies in the board of directors occasioned by removal, resignations, or otherwise shall be reported to the city council and filled in like manner as original appointments for the unexpired portion of the term remaining at the time such vacancy occurs.
- c. The mayor may, by and with consent of the city council, remove any director for misconduct or neglected duty.
- d. No director shall receive compensation as such (Ord. 978-38 (part), 1978: prior code 1.152 (b-c))



**2.48.040: Powers and Duties:**

The board of directors shall have the powers and duties specified in sections 5,6, and 7 of Act 164 of the Public Acts of Michigan for 1887, being MCLA 397.205, 397.206, and 397.207 respectively (ord. 1978-38 (part), 1978: prior code 1.153).

**2.48.050: Library Fund Established:**

Annually hereafter, the city council may appropriate such sums of money as it deems reasonable and necessary for the support and maintenance of the Hillsdale Community Library and other such public libraries as shall be hereafter established in the city; and such money shall be kept somewhere separate and apart from other funds of the city and be known as the library fund. The city council may also annually levy and collect taxes, in like manner with other general taxes of the city, to an amount not to exceed one mill on the dollar on all taxable property in the city (Ord. 1978-38 (part), 1978: prior code 1.155).